



Job title	<i>Student Ministries Coordinator- Chapel Hill</i>
Reports to	<i>Grace Students Director</i>
FLSA status	<i>Part Time Position</i>
Hours	<i>20-25 hrs / week</i>

Job purpose

This role directly supports the Grace Students Director and will support the Middle and High School events during Wednesday night and Sunday morning services or other events. This includes the Wednesday night student-wide small groups, the Sunday morning middle school small group, and the high school summer internships. This position reports to the Grace Students director.

Duties and responsibilities

The primary role of this position is to create environments and opportunities for 6-12th grade students to connect with God and others. This person will be a relationship builder and disciple of students.

Grace Students Dream Team

- a. Assist Student Director in the implementation and cultivation of an atmosphere where every Student's interaction with Grace Students is warm, inviting, exciting, and consistent with our values and culture.
- c. Assists the Student Director to recruit, train, schedule, and equip volunteers for the Grace Students Dream Team at Grace Church, including small group leaders for Wednesday nights and Sunday mornings, worship team, and High School student leaders.

Grace Students Wednesday nights

- a. Assist Student Director in planing and organizing games, worship songs, messages, and small groups.
- b. Assist in speaking and giving messages on Wednesday nights

- c. Goes out of their way to connect with Students.
- d. Provides an opening environment for first time guest and attendees where Students feel they can be themselves, have fun, and meet Jesus.
- e. Leads a small group for Grace Students on Wednesday nights.
- f. Meets, connects, and communicates with parents.

Grace Students Sunday Mornings

- a. Helps plan, organize, create, and promote curriculum material including games, messages, and small groups for Middle School Sunday Morning small groups.
- b. Goes out of their way to connect with Students.
- c. Ensures there is an area where High School and Middle School students can sit together and attend the main worship service together.
- d. Meets, connects, and communicates with parents.

Other Duties and Responsibilities

- a. This role includes assisting in organizing and planning material for Camp EXP.
- b. This role includes being a small group leader at Camp EXP.
- c. Weekly meetings with the Grace Students Director.
- d. Utilization of CCB, Discord and other communication modes to effectively schedule, communicate with and build necessary teams.
- e. Other duties and responsibilities as directed by the Student Director.

Qualifications

Qualifications include:

- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, worship attendance, and giving.
- Must be a member of Grace Church and demonstrate agreement with the Grace Church vision, values, and culture.
- A heart for Students and the ability to meet them where they're at.
- Must demonstrate agreement with Grace Church vision, values and culture.
- Ability to lead a complex organization and supervise diverse staff and volunteers.
- Excellent verbal and written communication skills.

- Ability to develop and administer policies and procedures.
- Knowledge of applicable computer systems such as Planning Center, Playlister, and other systems as may be required.
- Strong organizational and planning skills.
- Ability to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to maintain discretion and confidentiality of personal matters.

Physical requirements

The physical demands may include: sitting, standing, walking, bending, stooping, twisting, and lifting up to 50 pounds as needed to fulfill job duties and requirements.

Approved by:	
Date approved:	
Reviewed:	